

North Marin Community Services Child Development Program Family Handbook



**NORTH
MARIN
COMMUNITY
SERVICES**

(415) 892-1643

www.northmarincs.org

680 Wilson Ave. Novato, CA. 94947

Last updated: July 8, 2026

TABLE OF CONTENTS

Introduction

Welcome - A Letter from our CEO and Program Director	3
North Marin Community Services Agreement	4
Parent/Guardian Agreement	5

General Information

Child Development Program Philosophy and Goals	6
Enrollment Process & Policies	7
Disenrollment Process & Policies	10
Suspension and Expulsion Guidelines	11
Fees & Tuition (includes monthly rates sheet)	15
Subsidized Childcare	16
Schedule Policy	17
Billing & Payment Policies	18
Signing Your Child In & Out	19
Clothes & Personal Belongings	19
Communication with Families	19
Food Program	19
Developmental Screenings/Assessment	
Health, Accident, and Illness Policies	20
General Emergency Procedures	27
Additional NMCS Policies & Services	28

Early Childhood Education Program (2 years - 5 years old)

Welcome/Goals	32
Dealing With Separation	34
Biting.....	35
Unusual Stress.....	35
Behavior Guidance/Discipline	35
Toilet Training	
36	
Daily Routine	37

TK-8 Youth Enrichment Program (Afterschool & Summer Learning)

Welcome/Goals	38
Transportation	39
Behavior Expectations	39
Computer Policy	41
Cell Phone Policy	41
Daily Schedule	42
Closures Calendar	43

Welcome to North Marin Community Services

Welcome to North Marin Community Services and our Child Development Program.

History: North Marin Community Services (NMCS) evolved as a 501c3 nonprofit organization on January 1, 2018 through a merger between the Novato Youth Center and Novato Human Needs Center – organizations each with 43+ year faithful histories. Now stronger together, with 60+ staff and 300+ volunteers, we deliver a multi-generational continuum of services, from infants to seniors, and serve approximately 7,800 youth, adults and families annually. We are proud that over half of our team is bilingual, enabling us to serve a culturally and socio-economically diverse mix of families in a manner that integrates and unites our community.

Programs:

NMCS' three program areas work together in an integrated manner to provide your child with the best support possible:

1. Child Development: Early Care and Education (ECE), Elementary School Enrichment, Middle School Enrichment.
2. Health and Wellness: Community and School-based Counseling, Novato Teen Clinic, Health Education and Peer Health Promotion.
3. Family and Community Engagement: Safety net services and Case Management, Developmental Playgroup, Parent/Guardian Workshops, and Promotores/Community Health Volunteers.

Mission: Our mission is to empower youth, adults and families in our diverse community to achieve well-being, growth and success. Our vision is: A strong community with opportunities for all. Programs are provided at our two facilities in Novato, on Novato Unified School District School campuses, in the community, and at the Novato Teen Clinic (6090 Redwood Blvd, partnership with Marin Community Clinics). Families can utilize our childcare, after-school enrichment programs, and family counseling at our 680 Wilson Avenue facility. At our 1907 Novato Boulevard facility, we offer resources for families and adults. Please visit www.northmarincs.org for a complete list of services available to you. We look forward to

providing Child Development services to your child/ren. Thank you for choosing North Marin Community Services to care for and enrich your child.

Sincerely,

Cheryl Paddack, Chief Executive Officer and Emily Bugos, Child Development Program Director

North Marin Community Services Agreement

North Marin Community Services Agrees To:

1. Provide a clean, safe, and positive play and learning environment for all children.
2. To seek out and hire only exemplary teachers who have experience and passion for working with children.
3. Work with parents to explore all options for behavior guidance when necessary.
4. Communicate with parents about any issues that arise related to academic or behavioral challenges.
5. Be available and receptive to all parent questions and concerns.
6. Provide advance notice of any schedule changes that may result in altered pick-up or drop-off times for children.
7. Provide healthy meals to all children in attendance.
8. Provide safe and reliable transportation to and from schools by qualified drivers.
9. Provide ongoing professional development and training to our staff.
10. NMCS admits children regardless of race, religion, national origin, sexual orientation and/or disabilities. We understand the ADA (Americans with Disabilities Act) requirements, and will make any reasonable accommodations deemed necessary. In addition, NMCS refrains from religious instruction or worship of any kind.
11. **Open Door Policy:** NMCS allows unlimited access for parents and guardians to their child(ren). Parents and guardians may visit and are encouraged to participate at any time during normal hours of care and whenever the child(ren) are in the care of NMCS.

North Marin Community Services Child Care Program is licensed by the Department of Social Services, Community Care Licensing: Preschool (#214005455) and School Age (#214005456). Non-childcare programs and activities offered by NMCS are not subject to licensing regulations.

Parent/Guardian Agreement

Parents/ Guardians Agree To:

1. Call our Front Desk by 1:00 pm whenever your child will be absent from NUSD by dialing (415) 892-1643 ext.0. Please be sure to leave a message if no one answers. During Holidays and Summer, call by 10:00am.
2. Drop off children prior to 10:30 am. If you are running late due to an appointment, car trouble etc. you must contact the front desk to receive clearance to attend if arriving after 10:30 am.
3. Adhere to all pick up times. Failure to do so will result in a late pick-up charge for all families outside of NMCS operating hours. The late pick-up charge is \$1 per minute for the first 10 minutes, and \$5 per minute thereafter. If families are late for pick up multiple times throughout the year, NMCS reserves the right to disenroll children from care due to lack of adherence to this policy. This does not apply to children receiving CCTR/CSPP funding.
4. Sign all required NMCS, food program, and licensing forms
5. Grant your child's NMCS teacher access to your child's learning programs by providing us with accurate and updated User Name & Password Information.
6. Participate in our annual Parent Satisfaction Survey each Spring
7. Model respectful and appropriate adult behavior on our campus at all times.
8. Bring any issues concerning your child's interactions with another child to your child's teacher or the Program Director – never directly confront another child or parent.
9. If early pick-up is required due to illness or injury, we require that you pick up your child or send another approved adult within 1 hour of receiving a call from NMCS.
10. We ask that you **not** send foods high in sugar such as: candy, soda, doughnuts, and other unwholesome foods with your child, *especially at breakfast*. It causes disruption and counters our policy of teaching good nutrition. NMCS strives to provide healthy, nutritious meals and snacks to all children enrolled. If you wish to provide a treat to celebrate a special occasion, such as a birthday, please speak with your child's teacher about what options are possible.

11. Parents, please do **not** contact students via cell phone **or smart watch** while they are at North Marin Community Services. Please call our front desk (415) 892-1643 ext. 0 and you will either be transferred directly to your student's classroom or our receptionist will get a message to your child.

12. Parents & Guardians of children enrolled in NMCS programs are financially liable for any unusual damages their child/ren does to the North Marin Community Services facility or its equipment.

- Note: Certain fees or charges noted throughout this handbook are not applicable to families receiving state-subsidized care.

12. Parents may contact Child Development staff via NMCS extension or NMCS email for any NMCS-related communication. Communication should be respectful of staff's personal and professional boundaries. **Please do not contact NMCS staff at their personal phone numbers about NMCS-related business.**

13. If parents choose to receive babysitting or other services from a staff member in the Child Development Program, a waiver must first be signed and kept on file releasing NMCS from liability. Please contact the Child Development Program Director or the specific staff member you are working with for this document.

Child Development Program Philosophy

North Marin Community Services (NMCS) embraces diversity, equity, and inclusion in fulfilling all aspects of our mission at all levels. Our mission is to empower children, youth, adults, and families in our diverse community to achieve well-being, growth and success; we envision a strong community with opportunities for all. Our inclusive programs consider communities of color, and how all families may have been adversely affected by childhood experiences in the context of inequitable environments. We do this through a trauma-sensitive approach to care and a belief that strong, trusting relationships help build a foundation for future success. Our Early Childhood Education (ECE) Program and our School Age Enrichment Program utilize a whole-child approach to care that supports children's development across all domains, including language/literacy, social emotional, physical, and cognitive. We strive to be inclusive of all children, including dual language learners and children with disabilities, by creating an environment that meets children's individual needs and where all children feel seen and represented and can develop a sense of belonging. We support the diverse needs of the children in our care by striving to staff each classroom with at least one bilingual and bicultural teacher. We encourage respect for the feelings and rights of others through a focus on social-emotional learning with the implementation of evidence-based curriculum, which includes Teaching Pyramid in our ECE Program and Second Step in our School Age Program.

We believe that children do most of their learning through first-hand experiences. They must have enough time to explore their environment on their own, with a flexible structure and routine that allows each child to feel secure. Our programs support developing through a variety of curricular and pedagogical approaches, including inquiry, observation, play-based learning, academic support and school readiness, indoor and outdoor movement, and self-expression through art, music, and more. In addition, our programs use information from children's developmental assessments (DRDP 2015) to plan developmentally appropriate learning activities based on individual and group needs.

NMCS has an integrated model of care which means that if your child/ren or family participates in more than one NMCS program, NMCS staff may coordinate to ensure that your family will have a greater chance of success.

Child Development Program Goals

Please note that additional goals are listed, based on developmental appropriateness, under our ECE Program and School Age Enrichment Program sections.

- Plan developmentally appropriate learning activities for groups and individuals as guided by twice annual developmental assessments using the Desired Results Developmental Profile (DRDP)
- Encourage respect for the feelings and rights of others through social-emotional skill-building, trusting relationships, and consistent and responsive caregiving
- Aid in children's development across all domains, including language and literacy, cognitive, social emotional, and physical through a variety of curricular and pedagogical approaches to learning
- Promote creative self-expression through regular art, music and movement activities, and ongoing dialogue
- Maintain health and safety standards in compliance with CA State Licensing requirements
- Engage staff in ongoing professional development relative to their role in the program
- Build strong family partnerships through ongoing communication and collaboration, including Parent Advisory Committee and annual parent survey
- Provide Case Management support for families receiving state-subsidized care to support family needs
- Continued collaboration with community partners, donors, and Marin Child Care Council around provision of services
- Provide balanced nutritious meals daily through the NMCS Food Program
- Engage in ongoing program quality monitoring through annual self-evaluation, annual Environment Rating Scales assessments, and other program processes

- Utilize assessment results toward continuous program improvement
- Participate in Marin Quality Counts Quality Ratings Improvement System

Enrollment Process & Policies

Enrollment of a child is the process which introduces both parent/guardian and child to the program. This includes completing a registration packet, meeting with a Case Manager, arranging the parent/guardian and child to visit their respective room and/or tour the facility, and initiating payment of tuition fees. NMCS offers scholarships for parents/guardians who may not be able to afford childcare on their own, but have a need for care due to work, school, or other similar circumstances. For more information and to see qualification guidelines, please refer to the Scholarship & Tuition Assistance section.

A. To be eligible for enrollment in our ECE program, a child must be 2 to 5 years old. To be eligible for enrollment in our Youth Enrichment Program, children must be of elementary through middle school age (4-14 years). Children receiving subsidized child care (scholarship) “age out” of subsidized care on their 13th birthday.

B. NMCS is licensed by the California Department of Social Services, Community Care Licensing Division (Title 22) and is a state-subsidized child care center through the California Department of Education (Title 5). As such, we maintain strict adult:child ratios as follows: Preschool 1 (ages 2-3) 1:4, Preschool 2 (ages 3-5) 1:8, Youth Enrichment Program 1:14

C. Families interested in our program should complete an [Enrollment Interest form found on our website](#). Once submitted, families are added to NMCS’s waitlist for: Summer (April 1-June 30), School Year (July 1-March 31), or ECE. When space is available, NMCS will refer to the waitlist to fill availability, giving priority to families who qualify for a scholarship or tuition assistance, and have the most pressing need for care. Families looking for scholarships must first apply through Marin Child Care Council’s (MC3) Centralized Eligibility List (CEL) and will be selected by CEL rank.

D. At the time an available space for a child is offered by NMCS and accepted by the parent/guardian, a registration packet will be provided. Parents/guardians must complete and have turned in to the Program Director all included forms in the registration packet on or before their child’s first day of attendance. The packet includes an Admissions Agreement form, which identifies that the parents/guardians understand the NMCS’ policies, their responsibilities to NMCS, and the NMCS’ obligations to them. The original will be retained for the child’s file and a copy given to the parents/guardians. Enrollment Packet includes: Enrollment Form, Admissions Agreement, Permission Form, Student Password Consent (Youth Enrichment Program only), Identification & Emergency Information, Physician’s Report & Immunization Update (ECE only), Child’s Pre-admission Health History, Notification of Parents’ Rights, Personal Rights, Meal

Benefit Form, Parent Handbook, Current Monthly Schedule, ASQ-3 (ECE only), Civil Rights Regulations and Policies, Enrollment Checklist.

E. At the time of enrollment, parents agree to create and follow an established schedule.

Adherence to this schedule provides children with a consistent daily routine, allows staff to prepare an appropriate program, and ensures adequate supervision at all times.

F. NMCS admits children regardless of race, creed, national origin, sexual orientation and/or disabilities. We understand the ADA (Americans With Disabilities Act) requirements, and will make any reasonable accommodations deemed necessary for such children. In addition, NMCS refrains from religious instruction or worship of any kind. If a child has been previously disenrolled from a child care center or family day care, NMCS reserves the right to refuse enrollment.

G. There are no refunds for time not used.

Enrollment and Absence Policies for Subsidized) Child Care:

Listed below are the enrollment and absence policies outlined in the North Marin Community Services' contract with the California Department of Education and the California Department of Social Services. These are the contracts through which childcare is subsidized. Children are expected to attend during the days and hours that were determined as a need during the certification process.

- A. If you need to make a significant change to your child's schedule, you must first meet with the Enrollment Coordinator. This process will require you to provide new documentation proving your change in need.
- B. You must notify North Marin Community Services whenever your child is going to be absent. You must state the reason for the absence. CCTR families have *ten (10) 'best interest' days for your use each school year – July 1st through June 30th*. If you choose not to use a best interest day, or have already used your 10 best interest days, the absence will be marked as unexcused. There is no penalty to families for accruing unexcused absence, unless in the event of abandonment of care (see p. 11).

For children on CSPP funding, excused absences are:

- a) Child illness, including medical, dental, or mental health appointments
- b) Parent illness, including medical, dental, or mental health appointments
- c) Government or self-imposed quarantine of the child or parent due to potential or actual exposure of a contagious disease
- d) Spending time with parent or other relative due to court-ordered custody or visitation. The family file must contain a copy of the Court Order.

- e) Family emergencies, including lack or disruption in transportation that directly impacts the child's participation in the program; court date or court-ordered appointment for any person living with the child; in the process of moving to another home; illness, quarantine, or hospitalization of a sibling; severe illness, death, or hospitalization of a sibling; severe illness, death, or funeral of a relative; utility emergency impacting the household; severe weather conditions directly impacting the household such as weather alerts, disasters, or fire; extreme family crisis including but not limited to loss of housing, domestic violence, being a witness or victim of a crime, or community concerns that make it unsafe for the child to participate in the program as determined by the parent
- f) Observance of a religious holiday or absence due to a ceremony of the student's religion (CSPP only; CCTR may consider this a best interest day)
- g) Any absence to accommodate the needs of a child with a disability, including services received as part of the IEP or IFSP
- h) Any days for which a contractor is required by law to hold a child's space in the program in order to comply with due process requirements
- i) Absences that are in the best interest of the child, which includes: parent/family vacation or day off work; child is tired/unable to participate in classroom activities/program; sibling field trips; visiting with a family member; family bonding; any other reason the parent deems to be in the child's best interest.
 - a. Best Interest Days are counted *per child*, not per family, and are limited to 20 days during the fiscal year. Children who are experiencing homelessness, or who have an incarcerated parent, or who are recipients of protective services or at risk of abuse or neglect are not limited.

For CSPP only, absences that are not excused shall be limited to 10 per program year for each child. Any absence that is not an excused absence as described above shall be considered unexcused. For CCTR, NMCS will not disenroll any family due to excessive absences except in circumstances of abandonment of care on p 16 of this Handbook.

CSPP Unexcused Absence Procedures:

- a.) NMCS shall attempt to contact the parent through a variety of communication methods as unexcused absences are accrued and shall share individualized strategies that the program and family can use to improve attendance
- b.) NMCS will keep documentation of all communication attempts made with the family, including any nonverbal communications attempted or made, and will retain copies in the family file
- c.) When a child has a total of 3 unexcused absences in a year, the contractor shall inform the parent/guardian in writing, within 1 business day, of the number of absences and that continuing to accrue unexcused absences may result in termination of preschool services.

This process will be repeated when the child has additional unexcused absences at intervals of no less than 6 and then 9 absences.

- d.) NMCS will disenroll any child from the program in the event the child has accrued more than 10 unexcused absences in a program year. Absences will only be counted if the child misses the entire day.

Non-Subsidized Family Absence Policy:

If a child or children will be absent from NMCS, parents/guardians are asked to call either the Front Desk (x0) to alert NMCS of the change. For days in which there is transportation, parents/guardians are required to call and alert NMCS of a child's absence in order for the child to be omitted from their driver's pick-up or drop-off list. NMCS will contact the school and parents/guardians in the event that a child does not arrive at the bus.

Disenrollment Process & Policies

1. We require two weeks written notice to the Program Director if you intend to withdraw your child from childcare (*although longer lead time is appreciated*). Staff plans are scheduled according to the number of children involved in the program, and advance notice is necessary to allow time to make arrangements. *We do not accept verbal notice to a teacher or aide as notice - you must notify the Program Director at (415) 892-1643 x 235.*

2. If two weeks notice is not given NMCS will charge parents for two weeks of childcare after notice is given to cover our costs whether the service is used during that time or not.

3. NMCS may require a parent/guardian to withdraw a child in serious instances. Some examples of such instances include:

- a. The parent/guardian fails to abide by NMCS policies or those requirements imposed by the California State regulations.
- b. A child appears to be a danger to him/herself, other children attending NMCS, NMCS employees or others in the program.
- c. A parent/guardian is physically or verbally abusive to NMCS staff, children or others in the program.
- d. Medical, psychological, or social service personnel working with NMCS determine that continued care at NMCS could be harmful to, or not in the best interests of the child.

e. A parent/guardian demands special services which are not provided to other children and which cannot reasonably be delivered by the program (including requests that are outside the philosophy of the program).

f. Any other situation in which removal is in the best interest of the child or the program.

** Items #1-3 do not apply to children who receive state-funded care through CSPP and CCTR scholarships.

4. If a child is required to be withdrawn from the Center, the Program Director will contact the parent/guardian and arrange a meeting, and notify the parent/guardian of the impending withdrawal and the reasons.

5. Following the meeting, or in any event that a parent/guardian does not meet with the Program Director, a written notice outlining the reasons for the required withdrawal of a child and the process whereby the decision can be appealed will be mailed. When practical, this notice of required withdrawal will be mailed 14 to 30 days before a child is to be withdrawn.

6. In some situations the *immediate* removal of a child will be necessary. In the case of immediate removal, a written notice outlining the reasons for removal and the process whereby a parent/guardian can appeal the decision will be mailed to the parent/guardian within three (3) days after the child has been removed. A Notice of Action (NOA) will be provided to children on CSPP or CCTR funding.

7. A parent/guardian will have the right to appeal NMCS' decision to remove a child even if the removal is immediate. The parent/guardian can obtain details regarding the appeal process from the Program Director and CEO.

Suspension and Expulsion Procedures for Children on CCTR and CSPP Funding:

Please note for children receiving subsidized care through CCTR and CSPP, NMCS will follow expulsion and suspension procedures outlined by the respective state departments in Management Bulletin 23-08 and Child Care Bulletin 23-24.

Policy:

Except in specific circumstances, a program must not:

1. Suspend a child due to a child's behavior
2. Encourage or persuade a child's parents or legal guardians to prematurely pick up a child due to a child's behavior before the program day ends
3. Expel or unenroll a child because of a child's behavior

4. Persuade or encourage a child's parents or legal guardians to voluntarily unenroll from the program due to a child's behavior.

Directives for Implementation

Definitions

“Suspension” means any removal of a child from all or part of the program day, or the prevention of a child from attending the program for one or more days, in response to the child's behavior.

Note: Moving a child to an isolated or separate room is considered "removing the child from the program." Programs may remove children from specific situations to allow the child to calm down or regain composure, such as taking the child for a walk or accompanying the child to an outdoor environment; however, the child must return to the classroom as soon as they have calmed down and may not be removed for longer than 30 minutes.

“Expulsion” means the permanent dismissal of a child from a program in response to a child's behavior.

“**Persistent and serious behaviors**” means either repeated patterns of behavior that significantly interfere with the learning of other children, or interactions with peers and adults that are not responsive to the use of developmentally appropriate guidance. This includes, but is not limited to, physical aggression, property destruction, and self-injury.

Notification to Families Prior to Expulsion or Suspension

Beginning July 1, 2023, upon enrollment of a child, a program must notify the child's parents or legal guardians of the policy on disenrollment, including expulsion and suspension. This notification must be in writing and must inform parents on how they may file an appeal to the California Department of Education (CDE) or California Department of Social Services (CDSS) in the event of the expulsion or suspension of a child.

In addition, beginning July 1, 2023, in the event a program suspends or expels a child:

- The program must issue the child's parent or legal guardian a written Notice of Action (NOA), Recipient of Services and follow the requirements described in 5 CCR Section 17783, except as noted below.
 - Since the action to suspend or expel a child involves persistent and serious behaviors impacting the safety of children, the child may not attend the program during the appeal process.
- The effective date of the action may be no less than 24 hours after service of the notice. **This is an exception to the notice periods in 5 CCR Section 17783(d)(1) through (3).**

- The program must, at the same time as issuing a NOA, inform the parent or guardian in writing of their right to file an appeal of the action to expel or suspend their child directly with the CDE or CDSS by submitting a written request for an appeal hearing no later than 14 calendar days after receipt of the notice. **Note:** This is a change to current requirements. State law now includes a specific appeal procedure for suspension and expulsion of children in CSPP, which differs from the procedure required in 5 CCR Section 17785.

Suspension

Except in specific circumstances listed below, a program shall not:

1. Suspend a child due to a child's behavior.
2. Encourage, persuade, or require a child's parents or legal guardians to prematurely pick up a child due to a child's behavior before the program day ends.

Suspension must only be used as a last resort in extraordinary circumstances when there is a serious safety threat that cannot be reduced or eliminated without removal of the child. To the greatest extent possible, a program must endeavor to ensure the full participation of enrolled children in all program activities.

Before a program determines that suspension is necessary, they must collaborate with the child's parents or legal guardians and use appropriate community resources, as needed, to determine no other reasonable option is appropriate, and provide written notice through a Notice of Action to the child's parents or legal guardians.

If suspension is deemed necessary, a program must help the child return to full participation in all program activities as quickly as possible while ensuring child safety by doing at least, all the following:

- Continuing to engage with the parents or legal guardians and continuing to use, and provide referrals to appropriate community resources, such as, but not limited to, an early childhood mental health consultant and the local resource and referral agency
- Developing a written plan to document the action and supports needed
- If the child has an individualized family service plan (IFSP) or individualized education program (IEP), the CSPP contractor, with written parental consent, must contact the agency responsible for the IFSP or IEP to seek consultation on serving the child

Note: If removing the child from a specific situation to calm down for a brief time is a strategy used by the contractor to return the child to full participation in program activities, then it must be documented in the child's written plan and teacher to child ratio requirements must be followed at all times, meaning a fully qualified teacher must be present with the child at all times.

Expulsion

Except in specific circumstances listed below, a program shall not:

1. Expel or unenroll a child because of a child's behavior.
2. Persuade or encourage a child's parents or legal guardians to voluntarily unenroll from the program due to a child's behavior.

If a child exhibits persistent and serious behaviors, the program must:

- Expediently pursue and document reasonable steps to maintain the child's safe participation in the program, including, but not limited to, consulting with the child's parents or legal guardians and teacher, and, if available, engaging an early childhood mental health consultant.
- Provide written notice of the process programs must follow to the parents or legal guardians of a child exhibiting persistent and serious behaviors. This must include a description of the behaviors of the child and the program's plan for maintaining the child's safe participation in the program.
- If the child has an IFSP or IEP, the CSPP, with written parental consent, must contact the agency responsible for the IFSP or IEP to seek consultation on serving the child.
- Consider, if appropriate, completing a comprehensive screening to identify the needs of the child, including, but not limited to:
 - Screening the child's social and emotional development using resources such as, but not limited to, the "Ages & Stages Questionnaires: Social-Emotional" and the Centers for Disease Control and Prevention's (CDC) "Learn the Signs. Act Early." materials
 - Referring the child's parents or legal guardians to community resources
 - Implementing behavior supports within the program

If a program has expediently pursued and documented the above reasonable steps to maintain the child's safe participation in the program and determines that the child's continued enrollment would present a serious safety threat to the child or other enrolled children, the program may expel the child and must refer the parents or legal guardians to other potentially appropriate placements, the local childcare resource and referral agency, or other referral service available in the local community, and, to the greatest extent possible, support direct transition to a more appropriate placement. This determination to expel the child must be made in consultation with the parents or legal guardians of the child, the child's teacher, and, if applicable, the local agency responsible for implementing the IFSP or IEP, as described above.

The program has up to 180 days to complete the expulsion process, as described above.

Abandonment of Care Policy for CCTR:

When a family has not been in communication with NMCS for 7 consecutive calendar days and has not notified NMCS of the reason for absence, NMCS shall attempt to contact the parent/guardian through a variety of communication methods. NMCS will inform the parent/guardian in the communication that failure to communicate with NMCS may result in termination of services. NMCS shall issue a Notice of Action to disenroll the family on the basis of abandonment of care when there has been no communication with NMCS for a total of 30 consecutive calendar days.

Fees & Tuition

An annual non-refundable Enrollment Fee (\$120 per child or \$145 per family) is due on the first day of enrollment and every September thereafter. Enrollment fee is subject to change with a 30 day notice. Should you withdraw your child(ren) and wish to re-enroll during the same fiscal year, you will be charged a fee of \$50 per child.

The ECE program charges monthly tuition based on your child's age, classroom and scheduled days and hours of attendance. The Youth Enrichment Program charges a monthly rate based on the number of hours per month a child is scheduled to attend. For the Youth Enrichment Program, our minimum billing rates are 0-70 hours/month during the school year (September-May) and 71-94 hours/month during summer (June-August). Please see our [tuition rate sheet](#) for your child's age group to determine what tuition rate will be charged for your child's schedule each month. If rates are increased, parents are notified at least 30 days in advance, and usually only once a year. Days and rates may not be split within the month. No make-up days.

Refund Policy: For fee-based parents, unexpected closures related to internal health outbreaks, may result in credit towards your following month's child care tuition. If you disenroll with a credit on your account, we will refund you with an issued bank check. If you don't comply with the two-week written notice for disenrollment, you will be charged the tuition fee for two weeks. No refunds, make-up days or credit of tuition/family fees will be granted for holidays, vacations, illnesses, community disease outbreak and emergencies. Emergencies are defined as: natural disasters (earthquake, flood, fire, unhealthy air quality, other), utilities failure (gas leak, power shutoff, water pipe break), or other community conditions that prohibit safe operations as determined by management (bomb threat, active shooter, hazardous spills, other).

Tuition Rate Increases: We continuously strive to provide affordable and low/no cost programs to those we serve. In order to continue supporting our high quality programs, we conduct an annual review to ensure associated program costs are considered. A 30 day notice will be given if/when

tuition increases. All tuition increases will be approved by the NMCS Board. Current tuition rates can be found [here](#).

Sibling Discount: Families with more than one child enrolled at NMCS will receive a 10% discount off of the child with the lowest tuition rate, based on scheduled hours. Discounts are only given to one child, no matter how many children in the family are enrolled. Discounts are determined as follows:

1. ECE child and 1 School Age child: ECE child must be full time. 10% discount applies to School Age sibling's tuition.
2. ECE children: 10% discount applied to younger sibling's tuition if both children are enrolled full-time.
3. 2 School Age children: Both children must be scheduled more than 40 hours per month and at least 130 hours per month for summer. 10% sibling discount is applied to younger child.

Please contact Program Director to inquire about the sibling discount. The sibling discount does not apply to children receiving CSPP or CCTR funding.

Late Pick Up Fees: *There is a charge for any child not picked up by NMCS' closure time — No exceptions will be made for any family who accrues a late pick-up fee. Late fees are added to your next month's bill. Staff is required to call the Novato Police Department 30 minutes after closing and have an officer pick up the children who are still at NMCS if NMCS has been unable to reach a parent/guardian or emergency pick-up.*

Alternative Funding Sources: There are many funding sources to help parents pay for childcare in order to work or continue their education. We accept Marin Child Care Council, Cal-Works, PACEAPP, CPS, and Marin Education Fund. Please inquire with the Program Director regarding the availability of scholarships. These are highly competitive spots. * *Refer to Discounts, Scholarships, & Tuition Assistance and a family fee schedule to see if you may qualify for a scholarship.*

Subsidized Childcare

Through the California Department of Education and Department of Social Services, NMCS offers limited childcare subsidies to families who have need for childcare due to work, school, or other circumstances. Scholarship spots are offered from Preschool through Middle School. NMCS will refer to Marin Child Care Council's '[Central Eligibility Wait List](#)' for families that are interested in subsidized care. Families who qualify for subsidized care will be given priority for enrollment. In order to qualify for subsidized childcare, the following documentation must be provided to the Enrollment Coordinator:

1. Verification of household income (must include latest tax return, last 30 days' paystub; or verification of government financial assistance).
2. If employed, an 'Employment Verification Form' (provided by NMCS) verifying your days and hours of work each week must be verified by the Enrollment Coordinator.
3. If self-employed, you must provide satisfactory proof of self-employment and your days and hours of work.
4. If pursuing education or training, a statement of vocational goal must be provided, along with an anticipated completion date. Upon completion of a quarter, semester, or training period, a report card, transcript, or other record must be provided to prove your progress toward the attainment of the vocational goal. In a graded program, you must earn a 2.0 GPA or in a non-graded program, pass the program's requirements in at least fifty percent (50%) of the classes or meet the training institution/college's standard for making adequate progress.
5. If seeking employment, parents must complete a "seeking employment self-declaration" providing thorough information about days and times the parent is job searching. Seeking employment shall be no more than 5 days a week Monday-Friday, **up to 50 hours per week**.
6. A copy of birth certificates for those children living in your household.

The Annual Income Range Summary used to determine eligibility for scholarships through North Marin Community Services and/or the California Department of Education and/or the California Department of Social Services. If family income per family size is higher than the amounts listed on the chart, the family does not qualify for assistance. The Household Income Chart can be found [here](#).

Schedule Policy

Every Parent/Guardian must complete a schedule. *If you do not complete a schedule, your child will not be able to attend NMCS.* Families receiving child care scholarships will be scheduled to receive care during their certified hours.

Schedules are due by the 20th of each month for the upcoming month (i.e. November's schedule is due by October 20th); if not submitted on time, families are subject to a \$25 late schedule fee. When a schedule is confirmed for your child, it will become the basis by which you are billed monthly (please refer to the billing section). You will be billed in advance for the month, regardless of whether or not you use all of the scheduled hours and days. Schedule changes are highly discouraged as staff schedules are planned in advance.

Drop-In and Schedule Change Policy: All drop-in hours must be pre-approved by the Program Director. There is a drop-in rate of \$12 per hour, rounded up to the nearest hour (an additional \$10

for field trips). If the Program Director is not available and a request needs to be pre-approved in a speedy time frame, please refer to the Head Teacher of your child's classroom.

For preschool, drop-ins consist of a child adding a day, or adding hours, outside of their regular schedule (for example, a child who attends Monday through Thursday and wants to add a Friday for 1 week, or a child who attends 9:00- to 3:00 pm and needs to stay until 5:00 pm). This depends on availability.

For school age, any alterations to current schedules that place a child in the next schedule bracket (for example, adding hours that move a child from 70 hours a month to 70+) will result in a monthly tuition rate that is reflective of the hours of attendance, in addition to a \$25 schedule change fee. If a school age family is enrolled and has not submitted a monthly schedule, they may contact the Program Director about drop-in hours. Drop-in availability is dependent on classroom enrollment and attendance and will be evaluated on a case by case basis. If a family has not submitted a monthly schedule and has chosen to utilize drop-in care, the family will be charged the \$12/hour fee on the day of the drop-in care. Annual fee continues to apply for all enrolled families, including those utilizing drop-in care.

Holidays: NMCS will be closed on the following holidays: July 4th, Labor Day, Veteran's Day, Thanksgiving Day and the day after, Christmas Eve/Day, New Year's Eve/Day, MLK Day, Presidents' Day, and Memorial Day. If one of these days falls on a Saturday, we will be closed on the Friday preceding it, and if it falls on a Sunday, we will be closed on that Monday. There will be no credit or pro-rating for holiday closures. NMCS provides an annual parent letter with a list of closure dates and changes in operating hours.

Drop-Off and Meal Program Limits: Preschool-age children must be dropped off by 10:30 am in order to help the kitchen plan for lunch time and to avoid disruption to nap time. School Age children (TK-8th grade) must arrive by 10:30 am on non-school days in order to confirm our daily food count.

Billing and Payment Policies

All Payments are due on the 10th of the month. You also have the option to place a credit or debit card authorization on file with the business office to charge your bill to your credit card automatically each month. Contact the Finance Office directly at (415) 892-1643, ext. 222 for any questions regarding your statement or to set up a payment plan.

Statements will include charges for any late pick-up fees, \$25 for any late schedule changes submitted, and \$25 for any returned checks from the previous month. If a family bounces more than three (3) checks, they must pay by money order, cashier's check or cash. Any unpaid bills on the last day of the month will result in contact from the business office and *may result in disenrollment*. If an unpaid bill results in disenrollment, there is a *sixty day (60) waiting period*

before being eligible for re-enrollment. Additionally, the child cannot be re-enrolled until the outstanding balance is paid, and a \$50 re-enrollment fee will be charged, when applicable. *Families on subsidized child care may set up a re-payment agreement with the business office.*

Signing Your Child In and Out

Preschool: The person dropping off or picking your child up from NMCS is responsible for signing them in and out each day. School Age: On school days, your child's NMCS teacher will sign them in when they arrive in the program. The child's authorized pick-up person is responsible for signing them out at the end of the day. On non-school days and during summer, the person dropping off or picking up your child from NMCS is responsible for both signing in and signing out. The sign-in/out sheets are located near the door in each classroom and may occasionally be found in the front lobby area at the end of the day when school age groups are combined. California State Licensing requires a full legal signature and the time of day to be recorded in the sign-in/out forms.

If a parent fails to sign a child *in* using a full legal signature, NMCS will contact the parent to return to the center within 1 hour to correctly sign the attendance record. If a parent fails to sign a child *out* using full legal signature, parent will be required to provide adequate signature on their child's next scheduled day of care. Full legal signature is a requirement of California State Licensing and attendance records are subject to review by NMCS' Licensing Analyst and CDE and CDSS Consultants.

We will only release your child to an adult authorized on your child's emergency form. Identification will be required if staff do not recognize the person. *If his/her name is not on the list, your child will not be allowed to go with that person, even if that child knows and expects to go with that guardian.* This is for the child's safety. You may add or delete names on this list at any time by notifying the Program Director. Staff cannot alter your child's emergency form for you and you will be required to make those updates. In emergency situations a parent or guardian may provide written consent to the Program Director or child's Head Teacher for someone not on the pick-up list to pick up their child.

Clothes & Personal Belongings

Please make sure that **ALL OF YOUR CHILD'S CLOTHES and PERSONAL ITEMS are CLEARLY LABELED with your child's first and last name.** Parents are requested to keep at least 2 full changes of clothes at NMCS for your child each day.

Recommended Clothing: Please send your child in comfortable play clothes and shoes that are weather appropriate. Layers of clothing are better than hot one piece outfits, because your child can cool down if needed or layers make toilet use more accessible. Art projects, sand, and water

play will be part of our daily routine, so please have your child wear clothes they won't be afraid to get dirty.

Toys: There are a wide variety of wonderful toys in the Preschool program. We ask that you not bring toys from home as it can create problems with the other children, with the exception of a special cuddly toy that your child may need for naps or to feel secure. **We do not allow toys that depict violence such as guns, army men or other warrior type toys at any time, which includes sharing days.**

Food Program

Children are provided nutritionally balanced meals daily. We believe nutritious meals are essential for learning. Children enrolled full day in preschool receive breakfast, lunch, and an afternoon snack each day. During the school year, school age students receive afternoon snack. During summer months and out-of-school hours, when students do not have access to the free or reduced-price lunch program at their schools, our food program provides reliable, healthy, and balanced lunches and PM snacks. NMCS meals/snacks are provided at no additional charge to children enrolled in the Child Development program, regardless of income eligibility. Forms are provided in English and Spanish upon enrollment. Free language assistance is available upon request; please contact the Child Development Program Director or Bilingual Child Development Specialist for support. See p 34 And Justice for All Non-Discrimination statement for more information.

Families enroll in the food program annually by completing a Meal Benefit Enrollment form. The form contains a section requesting race/ethnicity data; families are not required to provide this data to NMCS.

Children learn to make healthy food choices and develop eating habits that will last a lifetime. In our commercial-sized kitchen, our chefs create nutritious meals and snacks that contain the following five food components:

- Fruit
- Vegetables
- Fat-free, unflavored milk. For children who cannot tolerate milk products, appropriate alternatives may be offered
- Protein, including meat or meat alternative, eggs, yogurt, cheese, beans/legumes or peanut butter
- 100% whole grain or grain-enriched cereal or food such as bread, a roll, or crackers

Families should inform NMCS of any allergies, food restrictions, or food preferences. For children with a disability or allergy, free accommodations and meal modifications may be made available upon request and completion of a CACFP Special Meal Accommodations form.

We are unable to serve the following foods at NMCS, including those provided by a parent unless accompanied by a doctor's note:

- Juice, flavored milk
- Chips, Takis (tortilla chips are okay)
- Items high in sugar, such as desserts, candies, gummies, cookies
- Chocolate-flavored/chocolate-coated items

Please note that items listed above will be sent home. This includes birthday celebrations. If you wish to provide something for your child's birthday or a special event, please speak with the Program Director or your child's teacher to determine possible options. Families are not encouraged to provide any outside food while in the care of NMCS. NMCS understands and respects families' values around eating and mealtimes; if you have concerns about your child's food consumption or wish to discuss meal options for your child, please speak with the Child Development Program Director and your child's teacher(s) for support.

Developmental Screenings and Assessments

There are several evidence-based screening and assessment tools that are used throughout the year that support and enhance the quality of the classroom and instruction. Below is a description of the screenings and assessments used:

Desired Results Developmental Profile (DRDP): The DRDP is an observation-based assessment tool developed by the California Department of Education to assess the development of children. Teachers use a variety of observation data, including anecdotes, information from families, photo and video footage, and samples of children's work. This data is then used to assess where a child is at on a developmental continuum. The assessment is meant to be strength-based and to focus on where a child is at to help staff and families further understand the next potential milestones in a child's development in order to create learning goals to support that development. NMCS preschool students, as well as school age students receiving CCTR subsidy, are assessed within 60 days of enrollment and every Spring and Fall thereafter. Parent conferences are scheduled upon the completion of the DRDP's to allow the opportunity for staff to communicate about each child's developmental progress with their family. The assessment tool is also used by the teaching staff to help plan developmentally appropriate activities and lessons for children with the creation of a DRDP Action Plan for each classroom.

Environmental Rating Scale (ERS): NMCS utilizes the Environmental Rating Scales to support and assess the quality of our program. The following areas are formally rated on an annual basis: • Indoor and Outdoor space and furnishings • Health and Safety • Activities • Teacher/Child/Staff Interactions • Program Structure • Staff Development. This information helps NMCS staff, including classroom teachers and administrators as well as facilities staff, to think about improvements for classroom spaces, ways to strengthen teaching strategies,

opportunities to better support staff needs, and materials that can enhance learning opportunities. Staff look specifically at areas that scored at a 5 or lower and determine next steps for improvement, including specific materials/equipment purchases, upgrades to existing facilities/environments, opportunities to strengthen curriculum, etc.

Classroom Assessment Scoring System-CLASS: This assessment is conducted in the ECE program only. CLASS is a tool that focuses on the heart of great teaching: the teacher-student interactions proven to drive learning and development. NMCS providers nurture children's early learning while responding to their needs focusing on key areas: Emotional Support, Classroom Organization, and Instructional Support. In addition to the classroom interactions, observers also assess the classroom environment using CLASS Environments. Teaching teams are then provided detailed information from the CLASS observation and assessment, including classroom strengths and areas for improvement. The classroom teams then work closely with the ECE Manager to make improvements to any indicated areas and engage in continuous improvement for areas that are stronger. Our preschool classrooms are rated every year.

Ages & Stages Questionnaire (ASQ): The Ages & Stages Questionnaires (ASQ-3 and ASQ-SE) are developmental screening tools that look at children's developmental progress from ages 0-5. The ASQs will be provided at orientation. The ASQ-3 screening includes questions about your child's communication, gross motor, fine motor, problem solving, and personal-social skills. Based on your responses to the questions asked, we then score your child along a developmental continuum. If a child's score is above the cutoff, this means their development appears to be on schedule. If their score is close to the cutoff, we will provide learning activities focused on the specific areas of development in which they scored close to the cutoff, and will monitor their development. If their score is below the cutoff, we will offer your family a referral, provide follow-up activities, and re-screen them. The ASQ-SE looks specifically at social-emotional development. Responses to the ASQ-SE are then scored based on the x, v, z response categories. The overall score provides information about whether a child may benefit from additional social-emotional supports. Information from the ASQs helps classroom and program staff to: 1) better understand and support the individual needs of each child 2) provide learning opportunities both at school and at home that align with each child's needs 3) discuss and provide referrals to families as needed/desired.

Health, Accident, & Illness Policies

All precautions will be taken to keep your child's environment safe and healthy. Your concerns regarding health issues are of great interest to us and we welcome your comments.

The Department of Social Services, Community Care Licensing Division has developed regulations to protect the welfare of young children. In accordance with these regulations, NMCS staff are required to remove children with illness or contagious conditions which pose a threat to the general population at the program. NMCS has specific guidelines for determining when a child

should be at home and when they can return to NMCS after an illness. Medication can only be dispensed when appropriate documentation is provided to NMCS staff and may not be administered to alleviate symptoms such as fever, vomiting/nausea, diarrhea, etc.

Each child must have a signed Child's Preadmission Health History (health record and developmental history) on file at NMCS before admission.

The Physician's Report must be completed and requires a complete physical exam within the last year, including vision and hearing screening. This report must be signed by the child's physician. The child's immunization record must be verified on the Physician's Report or by the Program Director through CAIRS. It is the parent/guardian's responsibility to keep this record up to date; preschool children are required to have their Physician's Report and immunization record updated at least annually. The Program Director or designee will provide immunization record for preschool-age children to the California Department of Education for their annual review of immunization records.

If, after a child is admitted, he or she is discovered to lack one or more immunizations, the parent will be notified. In this circumstance, state regulations allow no more than 10 school days after notification for the parent to present a record showing the child received the immunizations they were previously lacking. After 10 days, the child must be excluded from further attendance until they have come into compliance with the requirements.

The staff person accepting the child from the parent/guardian at sign-in is responsible for conducting the daily inspection for illness required under state licensing regulations..

In alignment with the California State Licensing health policy and Marin County Health and Human Services, children with flu or cold-like symptoms may be asked to stay home pending severity. This does include cold and flu symptoms, as continuous runny nose may be contagious. In addition, a child cannot attend NMCS when exhibiting any of the following signs or symptoms: vomiting, diarrhea, fever, rash, or inability to participate fully in the program. If NMCS is sending a child home due to illness, the child may return to the program within our designated drop-off time, after 24 hours have passed.

- o For example, if a preschool age child is sent home after 10:30 am drop off on Monday, they may not return Tuesday as the 24 hours is outside the drop-off window. They may return on Wednesday.
- o For example, if a school age child is sent home at 3 pm on a Monday, they will not be picked up by NMCS on Tuesday as school pick-up is outside the designated hours, and can return on Wednesday.

It is up to the discretion of each child's teacher to determine, based on a child's symptoms and ability to actively participate in group care, whether a child will be sent home for an additional period of time in order to ensure the health and wellness of the classroom community.

If your child becomes ill while at NMCS, according to the staff's judgment, you will be notified and asked to come and pick up your child within 1 hour of the phone call. If you are unable to do so, you will be responsible to arrange for someone else to come and pick your child up. Please call us back to let us know who is picking up. Temporary care is provided for the child outside of the classroom for a suggested maximum period of one hour.

If you call to inform us your child is staying home, please specify the reason. If they are sick or have allergies, we will ask you to specify symptoms in order to provide proper guidance.

Parents and guardians need to notify the Program Director immediately when a child contracts a contagious disease. When the Program Director knows that your child may have been exposed to a contagious disease at NMCS, parents and guardians will be notified.

If an outbreak occurs, Marin County Health and Human Services will be contacted. If your child had a highly communicable disease, you may be asked for a note from your child's health care provider stating that your child no longer has the disease and/or symptoms and can return to NMCS and participate in the regular activities. **In addition, NMCS will follow Marin HHS guidance about when it is safe for a child to return to school. This guidance may differ from NMCS' regular 24 hour symptom-free window.**

We strongly encourage families to continue utilizing COVID testing as needed when COVID symptoms are present. NMCS should be informed of a child's positive test result or exposure. Guidance will be provided by the Program Director.

If your child regularly displays illness symptoms, such as cold symptoms due to allergies or diarrhea due to a diagnosed gastrointestinal disorder or food sensitivity, you are encouraged to provide a doctor's note stating the regular symptoms your child experiences and that these are unlikely to be the result of a contagious illness. This will help Child Development staff to determine best course of action when your child displays symptoms and will help avoid unnecessary requests for you to pick up.

COVID-19: Multisystem Inflammatory Syndrome in Children (MIS-C):

Community Care Licensing sent out the following new information regarding a newly emerging pediatric illness known as Multisystem Inflammatory Syndrome in Children (MIS-C), which is associated with COVID-19. MIS-C is a rare but serious complication of COVID-19 affecting children. According to the Centers for Disease Control and Prevention (CDC), MIS-C is a condition where different body parts can become inflamed, including the heart, lungs, kidneys,

brain, skin, eyes, or gastrointestinal organs. Children with MIS-C may have any of the following symptoms: fever, abdominal pain, vomiting, diarrhea, neck pain, rash, bloodshot eyes, feeling extra tired.

When we observe a child have any of these symptoms, we will isolate the child and immediately notify the child's parent or guardian. CDC recommends that parents or guardians contact their child's doctor, nurse, or clinic right away if the child is showing any of these symptoms. Early diagnosis and treatment of children is critical to preventing long-term complications.

Additionally, we have been instructed by licensing to call 9-1-1 if a child in our care is observed with any of the following emergency warning signs of MIS-C: trouble breathing, pain or pressure in the chest that does not go away, new confusion, inability to wake or stay awake, bluish lips or face, severe abdominal pain

CDC acknowledges that it is still learning about MIS-C. Based on what is known about this illness, the CDC states that the best way to protect children is by taking the same precautions used to guard against COVID-19.

Additional information for parents can be found at these links: [English](#) and [Spanish](#)

These policies help us to ensure the health and wellness of the children in our care, as well as our dedicated staff. Please see the chart below for more information about these policies as they relate to various symptoms. These policies may change based on guidance from Marin Health and Human Services.

Children should remain at home when presenting with any illness symptoms, including but not limited to congestion/runny nose, cough, loss of taste or smell, fatigue, body aches, headache, chills, or fever. If NMCS is sending a child home due to illness, the child may return to the program within our designated drop-off time after 24 hours have passed. For example, if a preschool child is sent home after 11 am drop off on Monday, they may not return Tuesday as the 24 hours is outside the drop-off window. They may return on Wednesday. If a school age child is sent home at 3 pm on Monday, they will not be picked up by NMCS on Tuesday as school pick-up is outside the designated hours, and can return on Wednesday.

Exclusion Policies: The following policies have been created with information and standards published by the American Academy of Pediatrics' Managing Infectious Diseases in Child Care and Schools: A Quick Reference Guide, San Francisco Department of Public Health Child Care Health Project, and Marin Health and Human Services. Please note that: A child will be excluded if the illness prevents them from participating comfortably in activities, or the illness results in greater care than the child care staff can provide without compromising the health and safety of the other children. NMCS values each family's beliefs around illness and how and why children might develop symptoms. If you call to inform NMCS your child is staying home, please specify

the reason. If they are sick or have allergies, we will ask you to specify symptoms in order to provide proper guidance.

Children may still be sent home for any illness symptoms based on the guidelines below:

Signs or Symptoms Observed:	Should child be at home or school?	In order to return, child must:	Dr's note required:	Director to contact CEO and County Public Health:
COVID-19 symptoms, including: • Runny nose/congestion • Fever over 100.4 • Cough • Headache, muscle aches, body aches • Fatigue • Trouble breathing • Vomiting/nausea • Diarrhea	Depends on severity of symptoms and whether child can meaningfully participate in group care	Fever, vomiting, and diarrhea free for 24 hours without medication. Runny nose/congestion, cough, etc. should be resolving. Child should be able to meaningfully participate in activities.	No	Yes, if child tests positive for COVID-19

Head lice	Home	Have hair free of nits	No	Yes for 2 or more incidents
Rash • First notice • Rash (with fever or behavior change) • Skin sores (weepy/scaly)	School/observe Home Home		No Yes Yes	Yes for 2 or more incidents
Fever over 100.4 (with negative Covid test)	Home	Be fever free for 24 hours without use of fever-reducing medication	No	No
Vomiting/Nausea • 1 or more episodes in 24 hours • With other symptoms	Home	No symptoms for at least 24 hours	No	Yes for 2 or more incidents

Diarrhea • 2 or more episodes in 24 hours • Other symptoms present	Home	No symptoms for at least 24 hours	No, unless child has frequent diarrhea unrelated to illness	Yes, if 2 or more children in same group with diarrhea within a week
Scabies, chickenpox, other parasites	Home	24 hours after treatment has started	Yes	Yes for chickenpox; yes if more than 1 child has parasite
Strep Throat	Home	24 hours after treatment has started	Yes	No
Eye irritation/Pinkeye • Pink color of the “whites” of eyes & yellow/green discharge	School; if yellow-green discharge occurs more than once, send home	Have started treatment for bacterial conjunctivitis for 24 hours	Yes, if taking antibiotics	Yes, if 2 or more children have red eyes with watery discharge
Hand Foot and Mouth • Red or white blisters in or around the	Home	Blisters must have scabbed over	No	Yes, if 2 more incidents

mouth, on hands, feet, etc.				
--------------------------------	--	--	--	--

Administering Medicine:

Child Development staff can only dispense medication if a Medicine Consent form is completed for the period the medication is to be given. Over-the-counter medication additionally requires a parent/guardian's or doctor's written instructions. *The first dose of a medication should be administered at home by a parent/guardian or a medical professional. This will help you be aware of any adverse reactions your child may have to a medication.* * All medication must be in its original container and labeled according to the instructions on the Medicine Consent form. Medication will be kept in locked cabinets or refrigerated as appropriate.

Parents/guardians can dispense medication to their own children. However, if a parent chooses to dispense any aspirin-like drug (Tylenol, etc.) in order to reduce a fever that would otherwise cause exclusion, the child *will be excluded* from the program.

We apply sunscreen to all children when appropriate. We use a child-formulated sunscreen that provides maximum protection and is hypo-allergenic. Parents must provide a written statement to NMCS if they *do not* wish sunscreen to be applied to their child.

Accidents and Injuries:

For any accidents or behaviors that result in physical injury to a child, NMCS staff will complete a Child Development Incident Report documenting the circumstances of the incident. This report is used to document injuries (e.g. scratches, bruising, bleeding), vomiting and fever, and behavior that results in the injury of another child (e.g. biting, hitting). In the event of a head or neck injury, parents/guardians will be immediately notified by a staff member. Parents will be provided a copy of the Child Development Incident Report upon request and NMCS will keep a copy of the report on file.

General Emergency Procedures

Community Care Licensing mandates basic health and safety guidelines for all licensed childcare facilities. In addition, NMCS has specific procedures for handling medical and other emergencies.

It is the parent's/guardian's responsibility to ensure that the Identification and Emergency Information is completed prior to enrolling and updated when changes occur, *at least on an annual basis*. Included in this form are emergency contacts, and identification information about people authorized to pick up a child.

The Permission Form which authorizes staff at NMCS to obtain any necessary emergency medical treatment for the child must also be completed by parents/guardians.

If a child is injured at NMCS, the following steps will be followed:

1. Telephone you or the indicated emergency contact as listed on the Identification & Emergency Information Form if you cannot be reached.
2. A trained and certified staff member will administer any necessary first aid and CPR. 911 will be called if necessary. The child's regular doctor is also listed on the Identification and Emergency Information form and can be contacted if necessary.
3. In the event that a child needs to go to the emergency room and individuals listed on the Identification & Emergency Information Form cannot be reached, *NMCS staff will go with the child in the ambulance if no parent/guardian is present.*
4. Complete and file an incident report

By signing the Family Handbook Agreement, parents/guardians agree to accept the financial responsibilities for any costs incurred in excess of the liability insurance coverage in the emergency treatment of any illness, accident, or injury to their child.

NMCS will communicate with families through AlertMedia. This program enables us to send emergency messages, reminders, and updates about our agency to all parents, guardians, and families. This service is free of charge to families, though regular texting rates may apply depending on your cell phone plan. We may send these messages through text message, email, or a voice call. It is essential that we have your updated cell phone information, as well as your language preference for communications. It is our goal at NMCS to promote and maintain open lines of communication with all of our families. If an emergency occurs, subject line will read "EMERGENCY ALERT!" and further information will be attached to the text.

Additional Health & Safety Resources

Lead Poisoning Prevention:

The California Department of Health and Human Services requires that all licensed childcare centers provide families with the following resource on lead poisoning/prevention upon enrolling or re-enrolling a child. Lead poisoning/prevention resources can be found [here](#).

PIN 23-12 CCLD – Notifying Licensees of New Public Disaster Response Webpage for the Community Care Licensing Division:

The California Department of Social Services Community Care Licensing Division (CCLD) has established a dedicated Disaster Response Webpage on its website to provide resources to CCLD-licensed facilities regarding disaster-related services and resources. Families can access that notice, along with additional information, [here](#).

The Special Supplemental Nutrition Program for Women, Infants, and Children (WIC Program):

WIC was established as a permanent program in 1974 to safeguard the health of low-income women, infants, and children up to age 5 who are at nutritional risk. This mission is carried out by providing nutritious foods to supplement diets, nutrition education (including breastfeeding promotion and support), and referrals to health and other social services. More information regarding WIC can be found at [this factsheet](#).

Additional Policies & Services

Parent/Teacher Conferences: Parent/Teacher conferences will be held twice a year. This will be a time for the parents and teachers to get together and go over any concerns and ideas they may have. This is also a time when we can discuss your child's developmental progress and achievements. During conferences, parents and teachers will review children's DRDP assessment results. Conferences may be held more often by parent or teacher request.

Inspection: The California Department of Education or State Licensing agency shall have the authority to interview the clients, including children or staff, and to inspect and audit the client or facility records without prior consent; the Department or Licensing agency shall have the authority to observe the physical condition of the client, including conditions which could indicate abuse, neglect, or inappropriate placement, and to have a licensed medical professional physician examine the client, if necessary.

Liability: Parents of children enrolled in NMCS programs are financially liable for any unusual damages their child/ren does to the North Marin Community Services facility or its equipment.

Volunteer Opportunities: We encourage parents to volunteer at North Marin Community Services. You may have a special skill to provide to staff or the children we serve. After regular business hours, we also have Board of Director committee volunteer opportunities and are always looking for ways to fundraise for NMCS. Your employer may offer grant opportunities or employer matching. There are so many ways to get more involved with NMCS. Please talk with the Program Manager about next steps. Child Development volunteers may be required to provide

proof of good physical health, per California State Licensing regulations. For any inquiries about volunteer opportunities, please email volunteer@northmarincs.org.

Safety Drills: We at NMCS want our students to receive outstanding educational opportunities as well as feel they are in a safe and trusting environment. We practice earthquake, lock down, and fire drills at least 2 per year each. Prior to the drill we will explain to all children what the procedure will be and why we will be practicing. Teachers will explain that we use this type of drill in the unlikely event that there might be something or someone unsafe within the building or neighborhood.

During the actual implementation of our “Lock Down Drill” teachers will gather children quietly within their rooms and lock their classroom doors. Our safety team then will go through a procedural checklist that we would use in the event of a true emergency. The entire “Lock Down Drill” takes approximately 10 minutes. Our team will analyze the drill and make adjustments that will improve our performance and help us create an even safer environment for our children.

NMCS Restraining Order Policy for Child Development:

Child Custody and Court Orders: Without a court document, both parents/guardians have equal custody rights. NMCS is legally bound to respect the wishes of the enrolling parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. Parents/guardians are responsible for providing copies of court orders pertaining to custody, visitation and/or restraining orders to the Eligibility Office. Parents/guardians must provide current and updated documents as they change. We will not accept verbal changes regarding the validity of Orders. Staff cannot write letters for parents/guardians pertaining to custody, parenting, and/or divorce issues unless it is court ordered. All requests for documents shall be in writing to the Director of the Department or a Leadership Team member, with advance as possible. Legal documents regarding a child’s custody or release must be on file at the center and updated as needed.

Mental Health Services

North Marin Community Services’ primary goal is to help your children and family succeed.

As part of our integrated model of care and support, we are proud to offer mental health services to children, adults and families. Our team of mental health professionals includes licensed staff, pre-licensed trainees, and associate clinicians, all of whom are available to assist in strengthening the emotional health and well-being of your family.

NMCS provides school-based therapy at several NUSD schools, can offer screening and brief interventions to children in our Child Development program, and provides affordable individual, family and group therapy. Therapy is provided using a sliding scale model based on family size

and income, starting at \$40 per session. This affordable rate can often be less than your medical insurance co-pay. Our clinic rooms are located on the second floor of our 680 Wilson building; hours are Monday-Friday, from 8:30 a.m. to 6:00 p.m., by appointment.

Learn new ways to overcome challenges, including:

- Behavior problems at school
- Bullying
- Issues related to self-esteem
- Depression, anxiety, and ADHD
- Drug and alcohol misuse
- Parenting challenges and family conflicts
- Divorce/separation and changing family structure
- Relationship challenges
- Grief and loss
- Unmanageable anxiety, stress, and work issues
- Image and identity issues
- Abuse and trauma

Mental Health therapy can help you build new skills, improve your communication, and create more satisfying relationships at home and work. Please visit our website at www.northmarincs.org to learn more about our services. For a free, confidential phone assessment, please call (415) 892-1643 ext. 239 (Se habla Español).

Case Management

North Marin Community Services' primary goal is to help your children and family succeed.

NMCS Case Managers work in partnership with families, assisting them in connecting to vital resources within our organization and the broader community. Case Managers assist with navigating systems that are difficult to understand, help individuals and families overcome barriers such as language, transportation and provide specific knowledge of resources and public benefits.

NMCS provides this service in an effort to promote the overall health and wellbeing of your family through advocacy, assessment, planning, communication, education, resource management, and service facilitation. Based on the needs and values of your family, and in collaboration with other service providers, our Case Managers will help you develop a care plan while ensuring that the services provided are confidential, effective, timely, efficient, and equitable. This service is provided at no cost to the families of North Marin Community Services.

Services include, but are not limited to:

- **FOOD**

Food Pantry Tuesdays from 1-3pm

Non-perishable emergency food & backpacks for persons experiencing homelessness and their families; CalFresh enrollment

- **HOUSING**

Emergency rental/mortgage and security deposit assistance (focus on Novato residents)

Housing search/support

- **EMPLOYMENT**

Job search support and referrals to employment programs

- **EDUCATION**

Positive Parenting Counseling (Triple P); Budgeting and Financial Coaching (Your Money, Your Goals); Information about Immigrant Rights/Public Charge

- **ENROLLMENT ASSISTANCE & REFERRALS**

Public Benefits enrollment support, linkage and referrals to other organizations

Case Management can help promote the overall wellness and independence of your family. For more information, or if you would like to take advantage of this service, please contact (415) 897-4147 ext. 0 or via email info@northmarincs.org.

AND JUSTICE FOR ALL

In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability, and reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.)

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, and American Sign Language) should contact the responsible State or local Agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online, at www.usda.gov/sites/default/files/documents/usda-programdiscrimination-complaint-form.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or

fax: (833) 256-1665 or (202) 690-7442; email: program.intake@usda.gov. This institution is an equal opportunity provider.

Early Childhood Education Program

(2 years- 5 years)

Dear ECE Families,

Welcome to North Marin Community Services! We are delighted that you have chosen to enroll your child in our Early Care & Education program.

We view you as your child's first teacher and encourage your active involvement in supporting their growth and development. In partnership with you, our teachers take an individualized, strength-based approach to strengthening the four main areas of a child's development: social/emotional, physical, cognitive and language. Our dedicated teachers bring consistency and calmness to your child in an environment that challenges and supports their development so that they enter school healthy and ready to learn. Each day the children engage in both self-directed and teacher-guided activities in which children have the opportunity to experiment, explore and succeed.

ECE Program Goals

- A. Build strong family partnerships through ongoing communication
- B. Help children develop a sense of trust and security and facility for social relationships
- C. Create daily opportunities to create, explore, and learn problem-solving and personal interaction skills
- D. Aid children in the development of a positive self-concept
- E. Provide enriching experiences to enhance each child's cognitive, language, social emotional, physical, and creative development

- F. Provide care that is supportive, nurturing, warm, and responsive to each child's individual needs
- G. Promote interaction and language use through social learning
- H. Help children develop an ability to put their feelings into words
- I. Familiarize children with numbers, letters, and art projects

Marin Quality Counts Awards:

Since 2017, Marin Quality Counts has rated NMCS' Preschool program through the QRIS matrix and awarded Tier 4 "Mastering High Quality Standards."

Separation

Separation can be difficult for both the parent and the child. The anxiety associated with separation can be made worse by illness, what happened the night before, or any of the ordinary activities in the child's life.

Young children need both you and time/space to become comfortable in a new setting. **We recommend including transition time in the beginning days of entering the program.** Both you and your child can take time to transition by sitting in the playground and read a story and provide comfort and reassurance, before your child begins school. Until your child feels comfortable, allow time each day to help with his/her transition - even 15 minutes can make a difference. With you close by, your child begins to take in the new environment and new people. We will not "swoop in" on your child, but allow this gradual transition from a distance that feels safe to the child.

Parents/guardians are sometimes tempted to "sneak out" when the child is not noticing. We strongly encourage you to say goodbye, to let your child know that you are leaving, and to acknowledge your child's feelings. Though your child may cry, he/she will ultimately come to feel more secure when he/she knows that you will let him/her know before you leave. If your child gets the sense that you may disappear at any time, with no warning, much of his/her energy will go into always checking on whether you are there. For young children, going away means you are gone, period. They do not yet know that you will return. The separation experience is the beginning of learning that you go away and you come back.

We work as a team with you to provide quality care for your child. Talk with us at the beginning and end of the day, schedule an appointment if you want additional time to talk, and always feel free to call during your child's day. Sometimes just a simple phone call can help alleviate your concerns.

Biting

When a child bites, it is most often not a sign of hostility. Children explore with their mouths, and a teething child finds comfort in gumming down. We will not allow children to hurt themselves or each other. We redirect the child from what is not okay to what is okay: “You use your teeth for chewing food. Do you need a teething ring?” If concerns arise, the parent will be called in for a conference to discuss the situation to look at what might be underlying this behavior, and what course of action both the parent and agency must take to prevent the biting from happening again. ***At any time, the Child Development Program Manager or CEO reserves the right to use discretionary measures up to and including disenrollment.*** Please see the Guidance and Discipline section for more information.

Unusual Stress

Please inform staff if your child is facing an unusual stress such as, but not limited to: death of a friend, relative, or pet; birth of a brother or sister, change in residence, divorce, parent away from home; new person frequently spending time at your home, etc.

It is easier for us to help relieve a child’s anxiety and to deal with their behavior when we understand what the cause may be.

Behavior Guidance & Discipline

Guidance focuses on teaching children the skills they need in order to thrive and successful interactions with others. Rather than a punitive approach, guidance focuses on relationship-building and teaching and comes from a strengths-based perspective to help children learn appropriate behavior and interactions. NMCS’ behavior guidance strategies focus heavily on positive behavior supports, including the Teaching Pyramid framework. According to WestEd’s Center for Child and Family Studies, the Teaching Pyramid approach provides a systematic framework that promotes social and emotional development, provides support for children’s appropriate behavior, prevents challenging behavior, and addresses problematic behavior. All NMCS preschool teachers are trained in Teaching Pyramid, as well as many NMCS school age teachers. We also utilize documentation, including Behavior Observation Reports (BORs) and incident reports, to document and track behavior to help us understand children’s behavior and needs, including what environmental changes might support their social-emotional skill development.

As a State of California licensed childcare facility, all NMCS employees serving youth will operate under the following no corporal punishment statement, which includes the types of discipline not permitted by our employees.

Policy Statement: Praise and positive reinforcement are effective methods of behavior management of children. When children receive positive, nonviolent, and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities,

and self-discipline. Based on this belief, North Marin Community Services staff WILL NOT do the following:

Inflict corporal punishment in any manner upon a child. Corporal punishment is defined as the use of physical force to the body as a discipline measure. Physical force to the body includes, but is not limited to, spanking, hitting, shaking, biting, pinching, pushing, pulling, or slapping, use any strategy intended to hurt, shame, or belittle a child, use any strategy intended to threaten, intimidate, or force a child, use food as a form of reward or punishment, use or withhold physical activity as a punishment, shame or punish a child if a bathroom accident occurs, embarrass any child in front of others, compare children, place children in a locked and/or dark room, leave any child alone, unattended or without supervision, low discipline of a child by other children, criticize, make fun of, or otherwise belittle a child's parents, families, or ethnic groups.

Employees will use de-escalation techniques when needed in order to protect themselves or other NMCS children.

Toilet Learning

Toilet learning is a very important step in a child's growth and development, therefore we want it to be a positive experience. A child won't be pushed into toilet learning. We will follow the child's lead in a loving and supportive manner. Introduction of toilet learning will be done and followed up when the child exhibits signs of readiness.

Children often show us when they are ready to begin toilet learning. Signs of readiness might include: awareness of urination and bowel movements, staying dry for 2 or 3 hours at a time, understanding and following directions, and participating in personal care routines, such as dressing and undressing.

Our staff are committed to the success of your child, and can work with the entire family to help you develop a toilet training schedule. Please talk to your teacher if you would like additional support in this area.

As with everything we do with a child from feeding to dressing, diapering and toileting is another opportunity for the child to learn about him/herself, adults and his/her environment. Diapering and toileting are part of the early messages we get about our bodies. Our body processes are normal, natural and not dirty. We involve the child in this process, talking to them and telling the child what we are doing: "You're wet and I'm going to change your diaper now." Children understand our tone of voice, our touch, and that certain sounds and movements accompany certain actions. When we are gentle, respectful, and accepting, these are the beginning messages they associate with their bodies.

Diapers:

Parents are responsible for providing disposable diapers and wipes on an ongoing basis for your child. Any lotions or wipes you want us to use must be labeled with your child's first and last name, and will only be used for your child. The diaper changing schedule for your child will be dictated by your child and they will be checked for diaper changing needs at least once every 2 hours.

Daily Routine

Naps: Naps will begin at 12:30 p.m. Nap cots are provided for each child. Please bring a small blanket. All bedding will be laundered on a weekly basis unless soiled. Please feel free to bring in a comfort item to make nap time as comfortable as possible for your child. Make sure to label all bedding.

Meals & Snacks: NMCS has a state funded food program which provides a daily breakfast, lunch, and snack. If your child has special dietary needs, you must let your teacher know, as well as complete a 'Medical Statement to Request Special Meals and/or Accommodations' — this form must be signed by your child's physician.

TK-8th Grade Youth Enrichment Program

(Afterschool & Summer Learning)

Welcome families to our unique Youth Enrichment Program!

We are a comprehensive year-round program for children in grades TK-8th. Thank you for taking the time to carefully read and familiarize yourself with this handbook. We look forward to serving you and your child, and we thank you for choosing NMCS. Success starts here!

- Youth Enrichment Program Teaching Team

School Age Program Goals

North Marin Community Services' Youth Enrichment Program is an academic based afterschool and summer program for TK - 8th graders. Each group is led by permitted teachers through all areas of the day. Our specific goals are to:

- A. Help each student discover their spark and explore something that is deeply interesting to them, such as a skill, a vocation, or a passion for something that fills their futures with meaning and fuels their quest for knowledge.
- B. Guide students to proficiency in the skills of critical thinking, creativity, communication, and collaboration.

C. Increase students' social and emotional skills, and decrease their likelihood of engaging in risky behaviors through the use of Second Step and Spark curriculum.

D. NMCS has an integrated model of care which means that if a child/ren or family participates in more than one NMCS program, NMCS staff may coordinate to ensure that the family will have a greater chance of success.

Additional Goals for the Middle School students (Grades 6-8) are to:

A. Support students in completing school assignments.

B. Make sure students and parents are informed and knowledgeable of the benefits of a college degree, what it takes to get into college and how to access financial assistance.

C. Ensure students are developing good academic habits by consistently recording all of their homework in their planners and learning to manage their time well.

Transportation Policy

NMCS provides transportation to and from school in vans. All drivers have a current CPR and First Aid certification and carry a phone with them in case of an emergency. At this time transportation is provided from all NUSD public Elementary and Middle Schools except Hamilton and Loma Verde. Your schedule will reflect your transportation needs, and is our guide in determining which children to pick up each day.

Contact NMCS at (415) 892-1643 x.0 by 1:00p.m. about an absence, or a change in schedule regarding your child's transportation. Failure to do so more than three times will result in the suspension of the transportation service for a set amount of time with no waiver of fee. Your child will still be able to attend the Youth Enrichment Program, but transportation for that suspension period will not be available.

If you are relying on NMCS to transport your child to our center, please request cooperation from your child's NUSD teacher to refrain from keeping your child later after school, whether as a disciplinary measure or otherwise. Tracking a child down in his/her classroom by our van drivers causes a delay for all of our students and teachers.

If your child fails to arrive at NMCS van within 15 minutes, NMCS will call the parent/guardian and school to locate your child. If your child refuses to board the van and leaves the school campus, we reserve the right to enact suspension for transportation for a set amount of time as determined by the Program Manager. Your child will still be able to attend our child care program, but transportation for that suspension period will not be available.

NMCS provides morning transportation to NUSD schools, except Loma Verde, Hamilton, and San Jose. If you require morning transportation, please notify the Program Director of your desired monthly schedule for the morning. Drop off is between 8:00 and 8:15 am. Breakfast will not be provided by NMCS and is currently provided by NUSD schools.

**Sinaloa students walk to our campus. A crossing guard is present after school.*

Behavior Expectations for Students

Each child enrolled in North Marin Community Services will understand and follow classroom expectations:

1. Show kindness and respect towards all students, teachers, and adults.
2. Keep your body to yourself.
3. Stay with your group in assigned areas. Follow all directions and safety rules.
4. No bullying, teasing, or improper language.
5. No tobacco, alcohol, or other drugs allowed onsite.
6. No weapons of any kind. (No laser pointers)
7. No cell phone use unless teacher and parent/guardian agree that use is needed

Rewards:

1. Feel good about yourself and know that you are making NMCS a safe and happy place to be for all.
2. Receive and participate in incentives, special events, and field trips!

Behavior Ladder:

Step one: Praise an on-task student

Step Two: Give specific Instruction

Step Three: Give a Choice

Step Four: Follow through with Choice

Step Five: Lose a privilege

Step Six: In House Detention (Student call parent to discuss behavior and action).

Step Seven: Teacher will complete a Behavior Observation Form to give to parent.

NMCS staff make every effort to use positive reinforcements and “catch” youth doing the right thing before inappropriate behavior occurs. We use positive behavior guidance to create a safe, positive, respectful environment. However, we can never ignore behavior that involves students hurting clothes or themselves, or when more than one student is involved in the inappropriate behavior.

When serious behavior places the child or other youth in danger, staff reserves the right to directly report to the Program Director and/or the CEO to determine next steps. Additionally, NMCS reserves the right to disenroll a child from the program. The Child Development Program Director will work with families to help determine whether additional services or referrals may be beneficial in supporting the child or family, including referrals to Mental Health and Counseling services.

Computer Policy for Students

1. The technology facilities and Internet provided are designed and intended for educational purposes. North Marin Community Services has taken precautions to restrict access to inappropriate material, but your youth is ultimately responsible for restricting themselves from this inappropriate material. North Marin Community Services or their designees are not responsible for materials acquired through technology.
2. Students may NOT go on Social Media sites such as Facebook, Twitter, Tik Tok, SnapChat, Instagram, etc. at any time while at The North Marin Community Services, unless it is approved by an NMCS Teacher.
3. Always sign in and sign out the Chromebook to a teacher when finished. Never take a Chromebook out of the classroom or home with you. Chromebooks are intended for use at NMCS only and must remain on NMCS grounds at all times.
4. Students will be responsible for the Chromebook and any damage incurred while it is in their possession.

Cell Phone/Electronic Device Policy for Students

A no cell phone policy has been adopted by NMCS to further our commitment to creating an environment that is safe, beneficial, congruent with current educational trends and technological advances, and above all, caring for students. This includes other electronic communication devices, including smart watches. North Marin Community Services takes no responsibility for any personal items, electronic or otherwise, brought on our premises. Students are responsible for their own possessions. Students and parents/guardians are required to sign a Technology

Agreement stating that only NMCS and NUSD approved websites, and no social media, will be used on approved electronic devices. If a child needs to use a cell phone or smart watch for emergency reasons or at the special request of a parent/guardian, parent/guardian must communicate that request to the child's teacher.

Daily Schedule

School year schedule: Runs concurrently with the NUSD public school calendar from 2:00pm to 5:00pm

Holidays and Vacations: NMCS operates during non-school days, from 8:00am to 5:00pm and reserves the right to change operating hours. NMCS will be **closed** on the holidays and dates listed in the fiscal year closures calendar. If one of these days falls on a Saturday, the Center will be closed on the Friday preceding it, and if it falls on a Sunday, the Center will be closed on that Monday. There will be no credit for holidays.

ECE and School Age Calendar for the fiscal year time period: July 1, 2026- June 30, 2027

Our operational hours are 8am to 5pm Monday through Friday. We reserve the right to change operating hours during the year. Please find below the dates that the ECE and School Age Child Development programs will either be closed or have alternate operating hours for staff holidays or professional development days. We prioritize professional development for our staff so that we can continue to increase the quality of the program for your child.

<u>2026 DATES</u>	<u>CHANGE IN OPERATING HOURS</u>
Friday, July 3	Closed – Holiday
Thurs, July 16	Open 8am-4pm – Staff Development
Fri, July 31	Closed at 12pm for Preschool Graduation
Wed, Aug 19	Closed at 12pm for Staff Development
Thurs, Aug 20	Open 8am-4pm – Staff Development
Monday, Sept 7	Closed -- Labor Day Holiday
Thurs, Sept 17	Open 8am-4pm – Staff Development
Thurs, Oct 15	Open 8am-4pm – Staff Development
Wed, Nov 11	Closed -- Veteran's Day
Thurs, Nov 19	Open 8am-4pm – Staff Development
Thurs-Fri Nov 26-27	Closed -- Thanksgiving Holidays
Thurs, Dec 17	Open 8am-4pm – Staff Development
Thurs, Dec 24	Closed at 12pm for Winter Holiday
Fri-Thurs, Dec 25-31	Closed -- Winter Holidays

<u>2027 DATES</u>	<u>CHANGE IN OPERATING HOURS</u>
Fri, Jan 1	Closed -- New Year's Holiday

Mon, Jan 4	Closed- Staff Development Day
Thurs, Jan 21	Open 8am-4pm – Staff Development
Monday, Jan 18	Closed -- MLK Holiday
Monday, Feb 15	Closed -- Presidents' Holiday
Thurs, Feb 18	Open 8am-4pm – Staff Development
Thurs, March 18	Open 8am-4pm – Staff Development
Thurs, April 15	Open 8am-4pm – Staff Development
Thurs, May 20	Open 8am-4pm – Staff Development
Monday, May 31	Closed -- Memorial Day Holiday
Friday, June 11	Closed -- Staff Development Day
Thurs, June 17	Open 8am-4pm - Staff Development
Fri, June 18	Closed – Juneteenth